

**Budget Committee**

**Meeting Minutes**

**Date:** May 15, 2024 (every 3rd Wednesday of the Month) **Time:** 2:00 p.m. – 3:30 p.m.

**Location:** SAB-211 andZOOM: <https://4cd.zoom.us/j/81010932530>

Meeting ID:810 1093 2530 Passcode: 248810

| **Voting Members** |
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| **Chairperson**: Victoria Menzies  **Managers**: Monica Rodriguez, Ashley Phillips, Joel Nickelson-Shanks  **Faculty**: Andrew Kuo, Randy Carver, *Alternate: Gabriela Segade*  **Classified**: Brian Williams, Von Segerberg  **Students**: 2 Vacant |

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| **Non-Voting Members** |
| **Managers:** Nick Dimitri, Mayra Padilla, Sara Marcellino, Jason Berner |

**Present:** Victoria Menzies, Monica Rodriguez, Matthew Houser, Kyle Alvarado, Nick Dimitri, Brian Williams, Andrew Kuo, Von Segerberg, Maya Mena, Erica Delgado

**Zoom:** Sara Marcellino, Gabriela Segade

Called to order at 2:05 p.m.

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| **Item** | **Outcome/Decisions** | **Action Items** |
| 1. **Welcome and Introduction** |  | N/A |
| 1. **Approval of Current Agenda** | Agenda approved. | Vote |
| 1. **Public Comment/Announcements (2 minutes please)** | No public comment. | N/A |
| 1. **FMP Draft Review** | Victoria Menzies (Chair)– FMP is now at the district level. They will incorporate their changes and corrections; we are finished with it at the campus level. | Informational/Discussion |
| 1. **Budget Updates:** 2. **January – April 30, 2024** 3. **Resource Allocation Process Update** 4. **Budget Submission for 2024-2025 due date (May)** 5. **Food Services – Cafeteria Budget** | Victoria Menzies (Chair) –   1. Gave a summary remaining budget by fund. There was a question raised about what the Scholarship was and what it is use for.   There are $495,000 of POs on the General Fund side that needs closed out and $1,000,000 of POs Fund 12 restricted side.   1. Met with the faculty chairs and shared a copy of the presentation that I did with the Budget Committee. Will work during the summer with meeting with Classified Senate and Local One   To ensure we agree. The goal is to make sure that the final draft is submitted for September review.   1. We will have two ways of getting the form   submitted:   1. If it's a Grant fund, we'll use the restricted budget form. 2. If it is General Fund we will use an electric budget request form. 3. Question was raised about what we can do to get food on campus for the students.   We have Fund 52 which is cafeteria fund, we also we have a budget under general fund 11, sub fund 11, for food services. We need to develop campus budget for food services Because that is under the general fund side. As we move forward, we must understand that we're not in it for the profit, we are just in it to provide the services, so we will be looking at developing that budget. | Informational/Discussion |
| 1. **Campus Updates** | New process for hourly employees. RTPs (Request to Process) will need to be submitted every new Semester, as opposed to the full fiscal year or rolling hourlies over into the new semester/fiscal year.  Job descriptions must be filled out on the form, if it is not completed the form will be returned for completion. | Informational/Discussion |
| 1. **Adjournment** | Next meeting will be Wednesday, September 18, 2024 at 2pm. | Informational/Discussion |